

BISHOPSTONE GROUP PARISH COUNCIL
Minutes of the Annual Parish Council Meeting
held on Thursday 9th May 2019
in The New Bridge Community Centre, Bridge Sollars

PRESENT: Councillor John Macklin, Councillor Sue Hubbard; Cllr. Neil Newton; Cllr. Serena Crump; Cllr Rosemary Morgan; Cllr. Muriel Holmes; Cllr C Draper; Cllr Sharon Knights; Cllr Lesley Handscomb.

PRESENT: Mrs Lesley Hay (Parish Clerk) Ward Cllr David Hitchiner.
No members of the public

Chairman welcomed those present to this the Annual Parish Council Meeting

1. Cllr. John Macklin was unanimously re-elected as Chairman and he signed the Declaration of Acceptance of Chairman form.
2. Cllr Sue Hubbard was unanimously re-elected as Vice Chairman.
3. Apologies for Absence: Cllr Lewis Goldwater, Cllr S Keefe.
4. All councillors confirmed there were no changes to their Declarations of Interest and Applications for Dispensation during the past year.

Councillors individually completed and signed a revised Registrable Interests declaration in line with the revised Code of Conduct to be discussed and adopted item 10.

5. **Elect other Officers:**

- 5.1 The Clerk, Lesley Hay, was confirmed as Responsible Finance Officer
- 5.2 Footpath Officers – these are all councillors according to the village they represent.
- 5.3 Planning Officers – these are all councillors according to the village they represent.
- 5.4 Tree warden – Cllr Lewis Goldwater

6. To Receive Reports:

6.1 The Chairman welcomed Ward Cllr David Hitchiner as the newly elected Ward Councillor. Ward Cllr Hitchiner explained that he had only been in office for three days and as yet had to attend a full Herefordshire Council meeting. He explained that training courses were planned and by the next meeting in July he hoped to be in a better position to give an up to date report on the appointment of officers etc.

6.2 Policing – no police present at the meeting.

7. The Chairman opened the Open Session – no members of the public present.

7.1 Chairman closed open session

8. The Minutes of Meeting held on Thursday 14th March 2019 were unanimously agreed as being a true record and these were adopted and signed by the Chairman.

No matters arising.

9. Finance Matters:

9.1 End of year Bank Balances had been circulated. The current accounts sheets had also been circulated.

9.2 The Annual Governance Statement for 2018/2019 was read out by the Chairman was agreed and accepted by Council. The External Audit Form was duly signed by the Chairman and the Clerk as Responsible Finance Officer.

9.3 The Annual Accounts for 2018/2019 had been audited and these were agreed and accepted by Council. The External Audit form was completed and signed by the Chairman and Clerk as Responsible Financial Officer.

The Certificate of Exemption was signed and together with the Contact details will be returned to the External Auditor

The Notice of Date of Commencement of Period of the Exercise of Rights is ready to be displayed on the 17th June 2018 for 30 working days up to and including 23rd July 2019.

The Clerk informed those present that all documentation would be up loaded on to the website as appropriate and displayed on the village Notice Board within the appropriate time scale.

9.4 It was unanimously agreed to appoint Robert Taplin as Internal Auditor

9.5

9.5.1 Schedule of Payments had been circulated – it was unanimously agreed to pay these invoices and the clerk raised the cheques to be signed.

9.5.2 The annual insurance renewal policy had not been received – but it was agreed that the clerk would, if necessary, raise a cheque between meeting in line with the renewal date.

9.5.3 It was unanimously agreed to make a donation of £50.00 as a gift for the Internal Auditor – Clerk to purchase a voucher and card of thanks.

9.5.4 Vat reimbursement claim had been submitted.

10. To Consider adopting the Standing Orders; Financial Regulations; Financial Risk Assessment; Bishopstone Safeguarding Statement.

The Standing Orders together with the Financial Regulations/Financial Risk Assessment and Safe Guarding Policy were discussed and adopted. A revised Code of Conduct (which had been circulated) was adopted for the coming year. All Councillors present agreed to abide by the Code of Conduct. All documents were signed and dated by the Chairman; Councillors and Clerk.

11. Planning updates since last meeting:

11.1 Report on NDP - Cllr Hubbard distributed copies of the completed Neighbourhood Development Plan. Copies of which are also available on the website. The Referendum is planned for the 30th May 2019 when it is hoped local residents will come and vote in support of the plan. Polling cards will be received prior to that date.

The Chairman again congratulated Cllr Hubbard on an excellent Neighbourhood Plan Document and thanked her and the steering group for their hard and dedicated work in producing this plan.

Hopefully, if the Plan is voted as acceptable by the majority of voters – it will be ‘made’ by Herefordshire Council and become part of their future planning policy.

11.2 APPLICATION NO & SITE ADDRESS: Planning Consultation - 191329 - Plot 1 Fishing Hut At Knapp Farm, C1098 From C1097 To Lulham Cottage, Bridge Sollars, HR4 7JW DESCRIPTION: Replacement of approved fishing hut with new fishing hut for glamping or holiday letting purposes. Retrospective.

This retrospective application was discussed at length and it was unanimously agreed to make the following objection to this application:

Bishopstone Group Parish Council wishes to object to the application 191329 in the light of the comments made in the ecology report of 23rd April 2019.

In addition, as a result of the ecology report, the application is not supported by the Bishopstone Group Neighbourhood Development Plan in section G2 (3) preventing pollution of the River Wye; G5 (c) A possible detrimental effect on the local ecology in the River Wye; G6 (1) The wish to respect and preserve all watercourse

12. Lengthsman / Locality Steward

12.1 The lengthsman contract and insurance documents were not available.

12.2 Lengthsman June and July 2019 work sheet –

Parish Clerk : Lesley Hay

Bank Croft Monkland Leominster Herefordshire HR6 9DB

To trim the footpath on Byford Common BY29 and trim the Bishopstone footpath – both overgrown.

To ask Locality steward with regard to weird numbers and arrows which have appeared painted on the U90010 Byford.

12.3. The Chairman and Clerk signed the Balford Beatty Lengthsman Contract 2019/20

12.4 The Clerk confirmed she had completed and submitted the P3 and Lengthsman Maintenance Plan for 2019-20

13. Items for the Next Agenda ([no discussion]):

Correspondence: Email from John Campion – Police and Crime Commissioner – We Don’t Buy Crime – previously circulated. It was noted that the Parish Council had this evening had a presentation by the West Mercia Crime Prevention Officer – in conjunction with the Police Commissioner’s initiative.

14. To Confirm the Date of the Next Parish Council Meeting -Thursday 11th July 2019 when there will be a further presentation by David Hutton on Herefordshire’s Ice Age Ponds.

Chairman closed the meeting at 9.00p.m.

Signed:

Date: